

11 December 1956

MEMORANDUM FOR: Acting Chief, Intelligence School

SUBJECT: Weekly Activities Report  
5 December through 11 December 1956

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
  - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.3
  - 1. Three charts and subjects being reproduced
- C. Intelligence B.4
  - One chart, "Name Checks," in progress
- D. Operations O.8
  - 1. Organization of CIA
- E. Language and Area Training
  - 1. Layout and compiling [ ] Newspaper Reader in progress
  - 2. Eight maps to be mounted on muslin
  - 3. [ ] Ideographs, Volume 2, to be vari-typed for Language Training Reference Manual

II. Training Aids Completed During Week

- A. Intelligence School
  - 1. Large portfolio for carrying heavy charts
- B. Intelligence B.3
  - 1. OCR Photo Division Display
- C. Intelligence B.4
  - 1. Revised blanket board sign
- D. Plans and Policy Staff/TR
  - 1. Cover design for "Career Opportunities"

25 YEAR RE-REVIEW

III. Items of Administrative Interest

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- A. Mr. [ ] resigned from the Agency on 7 December.

B. The Visual Aids Staff is currently designing and completing decorations for the OTR Christmas Party.

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[ ]  
Chief, Visual Aids Staff